

NEVADA STATE WELFARE DIVISION  
**INFORMATION NEEDED TO PROCESS YOUR APPLICATION**

You or your representative must provide the following items as they apply to you. These items are requested for anyone for whom assistance is requested. It will help the application process if you or your representative submit the items or information with your completed application. All documents will be returned to you. Any questions will be answered by your worker. If you apply for Food Stamps, we need proof of what your circumstances are today and what they will be in the next two (2) months.

**IDENTIFICATION**

- Birth or baptismal certificates
- Immigration or citizenship papers
- Social Security Number
- Driver's license

**PROOF OF HOME ADDRESS**

- Rent receipt
- Landlord's statement
- Vehicle registration
- If you do not have a residence, a statement from someone who knows you is acceptable.
- House payment records
- Nevada driver's license
- Voter registration

**EARNINGS**

- Wage stubs or employer statement
- Termination notice from last employer
- If unable to work, doctor's statement

**RESOURCES**

- Savings passbook
- Savings bonds
- Current bank/credit union statement
- Registration for vehicles
- Proof of ownership of home and any other property
- Proof of recent sale of home and any other property

**OTHER MONEY**

Award letter, written statement or copy of check(s) or other proof for:

- Social Security
- Insurance payments
- State Industrial Insurance System (SIIS)
- Disability benefits

**OTHER MONEY (continued)**

- Supplemental Security Income (SSI)
- Retirement pensions/benefits
- Unemployment benefits
- Veteran's benefits
- Any lump sum or periodic payments from any source
- Money from roomers/boarders
- Money from property, rentals, leases, mortgages
- Money from relatives or others
- Child support or alimony and copy of divorce decree
- Strike benefits
- Money received for education (Government grants, student loans, etc.)
- Money received from any other source

**EXPENSES**

**SHELTER EXPENSES:**

- Rent or mortgage receipt
- Current utility bill
- Landlord's signed and dated statement
- Bill for taxes and insurance

**STUDENT EXPENSES:**

- Statement from school
- Receipts

**DEPENDENT CARE:**

Signed statement from the sitter giving:

- Name and address of sitter
- Monthly and weekly amount paid and how often paid
- Names and ages of persons cared for
- Reason sitter is necessary

**PROOF OF MEDICAL ASSISTANCE TERMINATION FROM ANOTHER STATE**

If you received medical assistance from a state other than Nevada during the past month, bring verification showing termination of such assistance and/or the last medical card issued to you.

IF YOU CANNOT BRING THIS INFORMATION WITH YOU TO THE INTERVIEW, YOUR WORKER will give you time to gather it and bring it in. However, the sooner the information is provided, the sooner a determination can be made. If you cannot get the information, your worker will help you if you are cooperating to complete the application process.

### **WHAT HAPPENS AT THE INTERVIEW?**

Your worker will question you about the facts you give on your application. Your worker will give you a copy of your Rights and Obligations. **READ IT CAREFULLY BEFORE SIGNING.** If you have any questions or do not understand something, ask the worker to explain it to you.

### **NOW, WHAT HAPPENS TO MY APPLICATION?**

Your application will be processed. As soon as all the needed information is in the casefile, a decision will be made. You will get a letter in the mail telling you if you will receive assistance and/or Food Stamps, how much, and for how long. If you are denied assistance, the letter will tell you why.

IF YOU ARE APPROVED, TAKE THE FOLLOWING PRECAUTIONS TO BE SURE YOUR CHECK, MEDICAL CARD OR FOOD STAMPS ARE DELIVERED TO YOU.

1. Be sure the Welfare Office has your correct mailing address.
2. Make sure your name is on the mailbox.
3. We suggest you have a lock for your mailbox.

If you have trouble receiving your Food Stamps through the mail, your coupons may be mailed to the office and you would be required to pick them up there. The Welfare Office may also decide to send your Food Stamps by Certified Mail. If we do these things we will tell you.

### **WARNING:**

FOOD STAMP COUPONS ABSOLUTELY MUST NOT BE SOLD, GIVEN AWAY OR EXCHANGED FOR ANY ITEM EXCEPT DESIGNATED FOODS, AND MEDICAL CARDS MAY ONLY BE USED BY ELIGIBLE RECIPIENTS.